

REQUEST FOR PROPOSAL

GENERAL TERMS AND CONDITIONS

The Genesee School District is seeking a proposal for the purchase of approximately 54 classroom telephones and wiring indicated in the attached documentation. Award of bid will be based on "best value" considering price, conformance to specifications, past performance, and ability to deliver the products and services.

Genesee School District is a single building K-12 public school district. It is a "L" shaped building that is approximately 1600 feet long from one end to the other.

Each vendor must complete the pricing as requested and attach a complete description. The Genesee School District is exempt from all federal and state sales taxes. Any questions concerning this bid shall be directed to Jeff Rohrer, Superintendent 810-591-1650.

- 1) Bid prices shall include installation and any shipping costs.
- 2) Installation is preferred to be prior to March 16, 2009.
- 3) As part of the bid, the vendor will provide a short in-service to staff on March 13. This in-service will include the use of phones, setting passwords and the use of voice mail.
- 4) The Genesee School District reserves the right to accept or reject any or all items in the bid; to accept or reject any or all bids; to waive any informalities therein; or for reasons of establishing uniformity or that serve the best interest of the District, to award the contract to other than the low bidder(s).
- 5) All proposals must be submitted on the attached "BID PROPOSAL FORM". The proposal must be the original and signed by an individual **authorized** to bind the vendor to be valid. Proposals must be received by the February 20, 2009, by 10 AM.
- 6) Two (2) signed copies of the written proposal must be submitted in a sealed envelope marked "Proposal: Telephone Installation Bid". All proposals must be mailed or hand-delivered to Jeff Rohrer, Superintendent, Genesee School District, 2347 N. Genesee Road, Genesee, Mi. 48437. No oral, telephonic, email or facsimile proposals will be considered. No late proposals will be accepted.
- 7) References of K-12 school district accounts currently serviced, for whom comparable work has been performed, must be furnished. This list shall include company name, person to contact, address and telephone number. Please include at least four references. Failure to include references may be ample cause for rejection.
- 8) It is the intention of Genesee School District to add to their current Samsung DCS 500 telephone system. The current phones, voice mail, battery back up and PRI trunk card would be used in this expansion of phones to the classrooms. If a brand other than that specified is proposed, system pricing must include replacing all existing hardware as well as new classroom equipment. Complete descriptive information of said article must be included with the proposal. Only like products, quality and warranty will be considered. If vendor takes no exception to specifications referenced in this RFP, brand names, models, etc. as specified, must be furnished.
- 9) All items proposed must be new, not reconditioned, including containers suitable for shipment and storage, unless otherwise indicated on the proposal.
- 10) Genesee School District is not liable for any costs incurred by the vendor prior to the issuance of any agreements, contracts or purchase orders, and will not pay for information solicited or obtained in response

to this RFP. The information obtained will be utilized solely to determine the suitability of the products or services offered. Subsequent procurement, if any, will be in accordance with appropriate rules and regulations.

- 11) All submitted proposals will be reviewed and evaluated by only those officials who have a legitimate interest. Any information within a proposal that a vendor considers to be proprietary should be identified as such in writing. Otherwise, the Genesee School District reserves the right to use any or all ideas presented with a proposal in any reply to this RFP. Selection or rejection of a vendor's proposal does not affect this right.
- 12) Vendors may be required to make an oral presentation to the Genesee School District evaluators if clarification of a proposal is necessary to make a proper evaluation. A vendor's original proposal cannot be changed in any aspect as a result of an oral presentation. The oral presentation is only intended to provide an opportunity for vendors to clarify specific portions of their proposal. Oral presentations will be arranged at the discretion of the Genesee School District
- 13) Any maintenance costs and any other potentially hidden costs shall be identified as part of the proposal.
- 14) All prices are guaranteed for one (1) full year from the date of purchase.
- 15) The selected vendor will be required to provide electronically (Excel spreadsheet) serial numbers for each phone by location.
- 16) Site visit may be requested by contacting Superintendent Jeff Rohrer or his secretary Jill Simpson at 810-591-1650. This bid does include installing 25 pair plenum cable in existing tunnels and hall ways to 7 different data closets in the school district.

Proposal Requirements

GENESEE SCHOOL DISTRICT

7347 N. Genesee Road
Genesee, Mi. 48437
Geneseeschools.org

Contacts;

Mr. Jeff Rohrer, Superintendent-810-591-1650
Mr. Travis Smith, Technology Department 810-591-1650

Scope of work;

Expand current Samsung DCS Office Serv 500 system to add a new telephone into every classroom. Install and connect 25 pair plenum cable from Samsung system to existing classroom cabling located in 7 different data closets located through out the building.

Current system;

Samsung DCS Office Serv 500 system
1 PRI trunk card
2 - 8 port Analog trunk card
8 port voice mail system
3 – 16 port digital station cards
Approximately 35 telephones
1 - 16 port Analog station port

Needed expansion of Samsung DCS Office Serv 500 system

Add Office Serv 500 expansion cabinet
Add Office Serv 500 expansion kit
Add 4 – 16 port digital station cards
Add 54 – 18 button LCD speakerphones black
Add Office Serv 500 power supply
Add Office Serv 500 rack mounted battery pack
Add 7 foot data rack and mount both cabinets on rack (old & new cabinets)
Add 2 - 7 inch data rack for data closets in building
Add 7 - 24 position patch panels, one in each of the 7 data rooms in the school
Install 25 pair plenum cable from telco room to each of the 7 data rooms. Approx. 4500 ft. total
Include all blocks, standoffs, telco cables, patch cables, and connector cables required
Program, label and install all phones in classrooms
Install lightning protection on existing burial cable going to elementary data closet
Program voice mail box on each classroom phone
Provide full maintenance, time and material, for all new equipment for 1 year
Price to include all parts, labor & maintenance for fully functioning system
Installing company must be Samsung certified dealer on the Office Serv 500 system with spare parts inventory

PRICING

The bid must include the complete purchase price for the described system, including warranty, training, & configuration.

Bidders must provide an itemized list of all components (bill of materials) along with the line item cost for each component.

Samsung System Hardware and Software _____

Installation _____

GRAND TOTAL _____

Maintenance Cost

First year maintenance should be included in price of this RFP.

State how the maintenance cost is computed (flat rate, cost per phone, cost per port, etc.) and provide a breakdown of cost per component so that the District may evaluate changes to the configuration for the following year.

The prices stated in this proposal are guaranteed for a period of not less than 60 days, and if notified of acceptance of this proposal within this period, the undersigned agrees to execute a Contract for the above stated compensation within ten days after notification. Work will begin immediately within 10 days after the Notice to Proceed.

The undersigned certifies that the bid contained herein meets or exceeds the attached specifications bidder's response.

COMPANY NAME: _____

Address: _____

Authorized Signature*: _____

Title: _____ Telephone: _____

Date: _____

* Authorized Signature must be an individual who has authority to bind the Corporation in contractual agreement.

PA 232 Familial Affidavit

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in The Genesee School District (the "District") Request for Voice Communication System Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____ and any member of the Board of Education of the District or the Superintendent of the District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)

COUNTY OF _____

This instrument was acknowledged before me on the _____ day of _____,

2009, by _____.

Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____